

SELF-SERVICE CENTER

INSTRUCTIONS: HOW TO FILL OUT FORMS TO STOP AN ORDER OF ASSIGNMENT (When Parties Will Not Sign Agreement to Stop the Order)

TO COMPLETE THESE FORMS YOU WILL NEED:

- ✓ The date the current **"Order of Assignment"** was signed. If you do not know this date, you can find it on the original **"Order of Assignment"** maintained in the court file.
- ✓ The fee for filing for this process is currently \$61.00. There may be additional fees, including an appearance fee of \$231.00 if this is the first time you or your attorney has appeared (filed any papers) in this case. If you cannot pay these fees, you may request that the fees be deferred or waived. The Self-Service Center and the Clerk of Superior Court have the necessary forms to request the deferral or waiver.

DEFINITIONS:

"Obligee" is the person or agency entitled to receive support payments.

"Obligor" is the person ordered to make support payments.

FOR ALL FORMS: USE BLACK INK, TYPE OR PRINT IN LARGE CLEAR LETTERS.

PETITION TO STOP ORDER OF ASSIGNMENT

Match each numbered item in the instructions with the same numbered item on the form.

Enter the following information:

(1) (At top left) Print the name and other information requested for the person submitting this form. If you are representing yourself in this matter, check the box before "Self".

(2) The names of the persons shown as the petitioner/plaintiff and respondent/defendant on the original Order of Assignment.

(3) The case number that appears on the Order of Assignment.

(4) The ATLAS number (if one has been assigned to your case).

(5) The name of the person making this request.

(6) The date the current Order of Assignment, the one you want to stop, was signed. This will be near the Judicial Officer's signature on the Order.

Next, check the appropriate box(es) to explain why the Order of Assignment should be stopped.

Check the first box if child support was being paid in this case, then check the boxes immediately below that explain why the payor does not owe current or future child support payments.

THEN, read the next four statements and check the box for each one that applies. If there are multiple Orders of Assignment for the same children or the same ex-spouse under different case numbers, check the appropriate box(es) and write in the other case numbers.

(7) Request to Hold Payments. Check this box to request that no further payments be sent to the other party until a decision is made by the Court on your request to stop the assignment. IF this request is granted, understand that ***its effect is not immediate***, and payments will continue to be sent out by the Clearinghouse until it can be put into effect.

Signatures/Notary Information: Do not sign until you are directed to do so by a Notary Public or a Clerk of Court. Sign only your own name. Do not fill out the rest of this page. Signing your name is a statement to the Court that you believe the information submitted is true and correct under penalty of law.

ORDER STOPPING ORDER OF ASSIGNMENT

1. Match the numbered instructions below with the matching numbers on the form
2. Fill in the name of the person shown as the petitioner on the original "**Order of Assignment.**"
3. Fill in the name of the person shown as the respondent on the original "**Order of Assignment.**"
4. Fill in the case number and ATLAS Number (if any) that appears on the original "**Order of Assignment.**"
5. Fill in the name and social security number of the person obligated to make payments.

STOP. Judicial Officers or staff will complete the rest of this page. Proceed to next form.

CURRENT EMPLOYER INFORMATION SHEET

Fill in the information requested on this short form, which asks only for:

- Case Number
- ATLAS Number (if one has been assigned to this case)
- Name of the payor, the person who has been making payments
- Name and payroll address, fax and phone numbers for the payor's current employer (the one(s) named in the Order of Assignment)
- Name and payroll address, fax and phone numbers for the payor's previous employer

**WHEN YOU HAVE COMPLETED THESE FORMS, GO TO THE "PROCEDURES" PAGE
AND FOLLOW THE STEPS LISTED THERE.**